

EMPLOYEE NOTICE OF DISCIPLINE

Employee Michelle Gunning	Work Location Christopher	Date of Discipline Action Given
Employee ID # 168	Date of Occurrence 09-07-24	Supervisor Issuing Action

Violations

- | | | |
|--|---|---|
| ☐ Attendance
☐ Unauthorized Absence
☐ Tardiness
☐ Insubordination
☒ Conduct
☐ Endangerment to others | ☐ Vile, Foul or Abusive Language
☒ Safety/Carelessness
☐ Willful Damage to City Property
☐ Harassment
☐ Falsification of Documentation
☒ Other | ☒ Violation of City Policy
(indicate policy) |
|--|---|---|

Violation Statement (attach any supporting documentation)

Date of Violation: 09/07/24

Place of Violation: Christopher

Statement of Violation: Prompt response to all calls (C-5-23) 2.10 On 09/07/24 Officer Gunning refused to aid a Christopher police officer while he was on a traffic stop involving a physical domestic Officer Gunning along with Officer Trogolo within 100 yards remained watching as Christopher Officer was i involved in making an arrest, a Sesser officer had to respond to aid.

Signature by Supervisor Issuing Action

Date

Position

Disciplinary Action

- | | | |
|--|---|---|
| ☐ Oral Reprimand
☐ Suspension without pay ____ day's
☐ Recommendation for Termination | ☒ Written Reprimand | ☐ Sent Home w/out Pay
☐ Administrative Leave w/Pay |
|--|---|---|

Corrective Actions to be taken

Correction Actions/Timeframe: _____

☐ I have read this Notice of Discipline and understand it. (Employee needs to sign each page of supporting documentation also to verify they have been made aware of that)

☐ Employee refused to sign this form and all attached documentation.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

The above disciplinary action has been noted and this form will be made part of the above employee's permanent file, as of this date.

Department Head

Date